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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director, O/TR

DATE: 8 May 1952

FROM : Chief, Language Services Division, O/TR

SUBJECT: Report of Progress for week of 5 May through 9 May

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1. A course in the [ ] language at the introductory level (4½ hours of instruction weekly, plus laboratory drills) was started on Tuesday, 6 May, for six students of the Agency at [ ]. A similar course at the intermediate level was begun on the same date. These courses are to extend over a period of 20 weeks.

2. Mr. [ ] will leave the Agency on 9 May. Arrangements have been made for a temporary replacement to take care of the introductory [ ] class which [ ] has been conducting. 25X1

3. Chief, Language Services Division, interviewed a prospect for [ ] 25X1 instructor who may become available by June 1953. This prospect (Mr. [ ]) is at present in charge of [ ] 25X1 and was formerly a member of the [ ] 25X1. He will come to Washington for an informal visit (not invitational) in late August or early September. This contact was 25X1 made through a field recruiting agent.

4. [ ] 25X1  
[ ] 25X1

5. Preliminary steps are now under way for the implementation of the project to develop an audio-visual mobile training unit.

6. While in New York, Chief, Language Services Division, investigated the possibility of obtaining film strips for language teaching purposes. It is planned to commit approximately \$10,000 for the production of six to eight film strips.

7. A meeting is being arranged through [ ] with various divisions concerned to coordinate support for the development of training material for the [ ] reading project. 25X1 25X1

8. Memorandums have been or are being circulated to the various divisions through Training Liaison Officers announcing various language courses [ ] 25X1

9. A plan is under consideration with two of the divisions to assign additional groups for the [ ] reading course during the coming fiscal year. A proposal for the extension of this course 25X1

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25 YEAR RE-REVIEW

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Director of Training  
Page 2  
8 May 1952

over a longer period (at present, the course is on a five months, three days per week basis) of study.

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10. At the request of two divisions, the continuation of the [ ] basic [ ] reading course after June is being considered.
11. A proposal will be submitted in a few days to divisions concerned for additional training of students whose achievements in languages has been outstanding.
12. Approval has been given for outside language training [ ] to five students. Eight new students have been accepted for self-training in the Language Services Division language laboratory.
13. It is estimated that the laboratory facilities are now being used to the extent of over [ ] student hours daily.
14. The questionnaires to accompany the language survey memorandum are being completed and will be ready for reproduction and distribution next week.

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